



**REGIONAL CONTINUUM OF CARE COUNCIL  
MINUTES**

**Tuesday, July 30, 2013**

**Location: County HCD**

- CALL TO ORDER and ATTENDANCE ROLL at 10:02 AM
- APPROVAL OF MINUTES from June 2013 with correction to meeting information on page 3, item 8.
- STEERING GROUP REPORT
  - HUD Updates: Weekly Notices from HUD Headquarters: Ann Oliva is distributing a weekly “Snapshot” to help COCs prepare for the upcoming CoC NOFA Competition. The first notice, Changing the Way We Do Business” advised that there would be 10 weeks of notices prior to the release of the 2013 CoC NOFA. This projects that the NOFA will be released in mid-September with an anticipated due date sometime in November. RCCC members and Steering Committee are encouraged to review the weekly updates and be prepared to respond to the changes.
  - Priority Community Initiative:
    - HMIS Response and Work Plan– Dolores Diaz- The RTFH, as the HMIS lead, is re-convening a Technical Advisory Committee (TAC) with technical experts from Qualcomm, C-STAR, Service Point, and the Community Information Exchange (CIE). The first meeting of the group is planned for early-mid August.

In accord with HUD TA Assessment regarding our HMIS must be in compliance with HEARTH. In order to be compliant prior to submittal of the next application, RTFH is working to bring the data from SP, C-STAR, and ETO into one place. The process includes certifying CSTAR and ETO systems using a standardized checklist by Aug. 31<sup>st</sup>; revising current MOUs; mapping the data for integration (4-6 weeks) and testing and bringing the data into one system by the end of October The plan is to integrate two years of historical data so that the CoC can meet the HUD standard that measure progress over two years against baseline data.

A third major area of action to meet HUD requirements for the HMIS is establishing or reviewing policies and procedures. As a priority, RTFH will draft /revise three policies for DGC and Steering Committee review. These are the security, privacy and data quality plans. The plan is to forward these to DGC in time for review by the end of August.

- HMIS MOU – Data Governance Committee (DGC) – Pat Leslie – HEARTH compliance also involves another level of policies, procedures

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and agreements. For HMIS, there must be a clear understanding of the roles and responsibilities of the RCCC/Steering Committee (SC), the DGC as a branch of the SC, and the HMIS Lead. Roles and By-Laws for the DGC were provided to the DGC and SC for review and were approved to be included in an overall policy. The revised policies include a limited set of actions that the DGC can implement with the HMIS Lead without returning to the SC or full RCCC. These are primarily actions that are required by HUD regulations which the CoC must comply with in order to receive funds. Please see the DGC By-Laws and charts distributed via email. The MOU for SC and HMIS Lead is in process. The current document needs to be updated, reviewed and approved prior to the NOFA.

- Systems Mapping Work Group - Camey Christensen – The initial meeting of the Mapping Work Group had to be postponed to ensure that the tool was complete and contained accurate local baseline data. The meeting is now set for August 12<sup>th</sup> at 9:30 am at the United Way of San Diego. If you are interested in joining, please contact Camey Christensen. Sherry Patheal has graciously agreed to help lead this group.
- Rating and Review – Larissa Tabin, Holly Youngmans, Camey Christensen – The R & R brought a series of recommendation to the SC for approval. R & R is currently meeting twice a month. The SC approved and the RCCC ratified the recommendations that were approved by the SC as follows:
  - 1) to use an APR for the period July 1 – June 30, 2013 in the local review process (so that each project is reviewed for the same snapshot in time);
  - 2) expand the rating and review committee membership to include other stakeholders (to reduce conflicts of interest and ensure that there are no conflicts for the scoring group);
  - 3) adjust points allocation to focus on outcomes and performance, as summarized in a handout (in order support to projects with higher performance and to better align with HUD's intent. Across-the-board cuts to all projects are not HUD's intent at the local level);
  - 4) increase transparency in the process by posting scores, along with the rank order of projects;
  - 5) use individual spreadsheets for each project type (PSH, TH, SH, RRH) in the rating tool (to make it clearer to applicants which information and what the source is for the information they need to provide).
- Corporation for Supportive Housing (CSH) Transitional Housing Analysis (TH Analysis)- Tricia Tasto Levien – CSH completed the first round of TH analysis with three projects. The results demonstrated the range of recommendations that can result the TH analysis. One project was recommended to consider RRH, a second to consider PSH, and the third to remain as TH. Thanks to the support of the SD Grantmakers' Homelessness Working Group a second round of TH analysis is available at no cost for up to 15 projects. Although the timeline for expressing

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interest technically ended on July 26<sup>th</sup>, agencies that are interested in being considered that have not responded can contact Simonne Ruff at CSH. The TH analysis process uses documents and information that is readily available to providers and requires minimal staff time. One of the participants from the first round supported other organizations to consider participating. The agency benefits from the analysis and there is no obligation. Projects that are ending the 15 or 20 year restrictions on the use of property acquired or rehabilitated with HUD funds have an opportunity to redesign the use of the properties, and TH analysis is useful information to have during that process.

- SUBCOMMITTEE and LIAISON REPORTS
  - Action Team Updates - Team Leaders / Steering Liaisons
    - Data Governance – Craig Jones, Mielle Schwartz, Holly Younghans – The DGC is working with the HMIS lead to accomplish the task, goals and methods identified in the RCCC Action Plan that was developed in response to the HUD- TA HMIS Assessment Report. The Assessment Report and Response Plan were approved by SC and distributed electronically. The HMIS Assessment report will also be available on the RTFHSD.org website for 30 days and both reports will be available through the Keys to Housing site.
    - Governance and Administration – Lila Fetherolf, Jennifer Guthrie, Camey Christenson – This Committee is meeting every-other week focused on governance models. The work includes using a standard tool to see how the model fits with the HEARTH requirements. Seven models were submitted for consideration, including creating a new 501© 3; using and existing 501 © 3; a collaborative; or a JPA. The group is looking at the pros and cons of each model, and could create a new model from pieces of the others. Governance will present their recommendation to a joint meeting of the SC, the Pivot group, and other stakeholders for input. A final recommendation for a governance structure will come back to the full group. The original timetable for action by the full RCCC was originally the end of July but it has been delayed until the September meeting.
    - Plan and Planning – Collaborative Assessment – Camey Christensen (Laura Mustari on vacation). The Plan and Planning group will meet on Aug.1<sup>st</sup>. The committee is focusing on Collaborative Assessment and Coordinated Entry and looking at various models. If you want to join this effort, contact Laura Mustari or Camey Christenson.
  - Subgroup and Liaison Reports
    - Legislative Liaison – Rosemary Johnston – the monthly report is being distributed via e-mail. The City of SD Project Homeless Connect (PHC) is being planned for Dec. 4<sup>th</sup> this year so that the Golden Hall venue can be used. PHCs are also anticipated for South Bay (Chula Vista) in

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November; and for North Coastal (Oceanside) and North Inland (Escondido). The Women's Resource Fair will occur and March and Stand Down is in mid-July. It was suggested that a master calendar of annual events be created.

- Employment – Dave Siegler (in recess)
- Alliance for Regional Solutions- Nicole Heesen – ARS is hosting an Employment Fair on Sept 17<sup>th</sup>. The last event assisted 94 candidates and 4-7 were hired. The next meeting of the ARS is Aug. 8<sup>th</sup> at 8:30 AM at NC Lifeline in Vista. On Aug 22<sup>nd</sup> at 9:30 the Salvation Army will hold a meeting to prepare for the shelter season. ISN will open in October in the N. Coastal area and other service locations plan to open in December.
- Commercial Sexual Exploitation-Human Trafficking – Lisa Robertson, Salvation Army (in recess)
- Downtown Leadership – Pat Leslie – The Downtown Campaign celebrated its 3<sup>rd</sup> anniversary on July 18<sup>th</sup> and provided a summary report of progress. The central / downtown SD achieved a 2.5 Club status, meaning that for the past few months, 2.5% of the estimated chronic homeless persons were moved off the street to housing. The opening of Connections Housing helped to put the Campaign over the benchmark. 100,000 Homes Campaign leaders joined in the SD celebration.
- Home Again – LeSar Development has released the Plan to End Chronic Homelessness Work Plan, under contract to United Way. An electronic copy is available. Beginning in August the quarterly Home Again meetings are being relocated to Dene Oliver's office location in Downtown SD.
- Keys to Housing – Pat Leslie. The Keys Website is being updated each month. Please let Pat know if there is news related to Keys that should be posted.
- MHSA - Tricia Tasto Levien – MHSA is supporting 241 units of PSH for persons with mental health challenges. MHSA is seeking letters of interest for capital development. Contact Tricia or Simonne Ruff at CSH.
- NAEHCY – Dania Brett, Karen Alexander The first year agreement between NAEHCY and RTFH as the coordinated of the Youth Task Force is about to expire. RTFH has notified the RCCC that they will no longer be the coordinators for this effort. RCCC and NAECHY have an ongoing relationship and Home Start as an alternate coordinator is being discussed.
- AB109 Homeless Housing Pilot Project Housing and Income Navigators – Megan O'Dowd – The work group has completed the Housing Pilot RFQS and has begun work on the Housing and Income Navigator work plan.
- ANNOUNCEMENTS/ OTHER BUSINESS
  - VVSD, other agencies and volunteers staffed the 2013 Stand Down – during July 12-14. The event provided services to approximately 925 veterans and family

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members, which is less than the more than 1,000 clients served last year. Despite the success of Stand Down, housing, jobs, and health service continue to be needed

- Mielle Schwartz – Upon return from vacation to Ireland, Mielle resigned her position at the SDHC effective Aug. 8<sup>th</sup>. The RCCC expressed its gratitude for Mielle's multiple talents and thanked her for all that she has done on behalf of persons who are homeless and the agencies that serve them. Mielle's dedication and insight will be missed.
- UCSD Tobacco Grant funded –Last year the RCCC supported an application to fund a smoking cessation and education program in shelter settings. That grant had been awarded and outreach to shelters is beginning. It is a relatively small grant (about \$250,000) that we hope will show a positive influence.
- Operating Funds Update: The HEARTH Interim rules changed the costs that could be charged to operating costs and support services in the CoC programs. Last fall, agencies developed budget that would comply with the rules that identified 7 operating costs and 16 support services as eligible. In response to question from the RCCC, the HUD HRE helpdesk advised that budgets submitted during the NOFA needed to conform to the approved GIW and that realignment to a HEARTH compliant budget would happen through budget amendments during the technical submission process after awards were granted. Dean Huseby of the HUD LA Field Office has notified the RCCC that the HUD Headquarters Desk Officer has advised that the only change in operating costs is related to food, that any other item that was eligible under the former SHP grants will still be eligible under HEARTH. As a result budgets only need to be amended to adjust food costs. A formal notice from HUD HQ is anticipated. In the meantime, projects do not need to adopt the HEARTH budgets that were created last November.

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ADJOURN

Meeting Adjourned at 11:20 AM.

*Note to Minutes: The RCCC wishes to thank County Housing and Community Development for hosting this meeting.*

### **NEXT MEETING**

Tuesday August 27, 2013  
10:00 – 11:30 AM

United Way of San Diego  
4699 Murphy Canyon Rd  
San Diego, CA. 92123